AmeriCorps State and National Final Grantee Progress Report Instructions

Who completes the Final Grantee Progress Report (GPR)?

All grantees who are concluding the final year of their grant period must complete a final GPR. Commissions will submit final GPRs at the conclusion of the grant period for each prime grant (competitive cost reimbursement, competitive fixed amount, competitive EAP, formula cost reimbursement, formula fixed/EAP, etc.).

What are the components of the GPR?

The Grantee Progress Report consists of the following sections: Demographic Information, MSYs/Members, Performance Indicators, Performance Measures, and Narratives. Only the Performance Measures section is required for the final GPR; sections of the GPR that do not need to be completed should not be visible.

Please complete the report using eGrants http://www.nationalservice.gov/egrants/, the Corporation's integrated, secure, web-based system for applications, and follow these instructions.

When is the final GPR due?

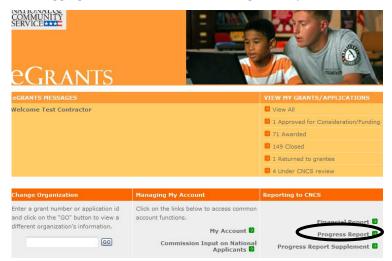
The GPR is due **90 days after the grant end date**.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions may be granted when:

- 1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
- 2. CNCS receives a request explaining the need for an extension before the due date of the report.

Selecting the Right GPR

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.



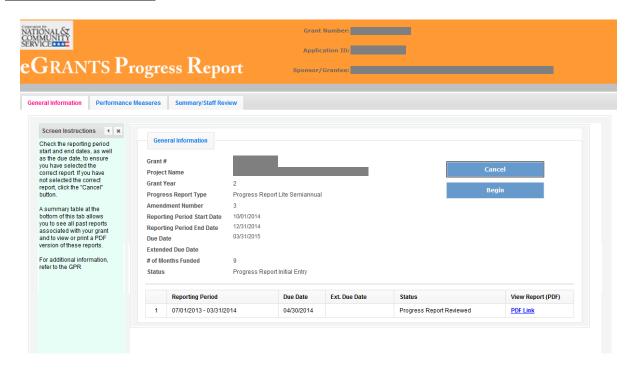
You will see a list of possible progress reports for each of your existing grants. Find the grant number that includes your final program year, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with a due date of 90 days after your grant end date (the progress report type should be "Progress Report Lite Semiannual"), and click on the "edit" link. You will be taken to the main progress report screen. If you don't see a report listed with the appropriate due date, please let your program officer know.

Reporting Period

The reporting period is from the beginning of your final grant year through the end date of your grant, inclusive of any no-cost extensions received. Note that this progress report is cumulative for the full final grant year (but not the entire 3 year grant period). The reporting period listed in eGrants may be incorrect; please ignore it.

General Information Tab



On this tab, you will see information for the progress report you have selected. Check the Progress Report Type and Due Date to ensure you have selected the correct report. If you have not selected the correct report, click the "Cancel" button and select the correct report. If you have selected the correct report, click the "Begin" button to open the progress report. If you return to this tab after starting the report, you will see a "Continue Working" button that allows you to open the report that is in progress.

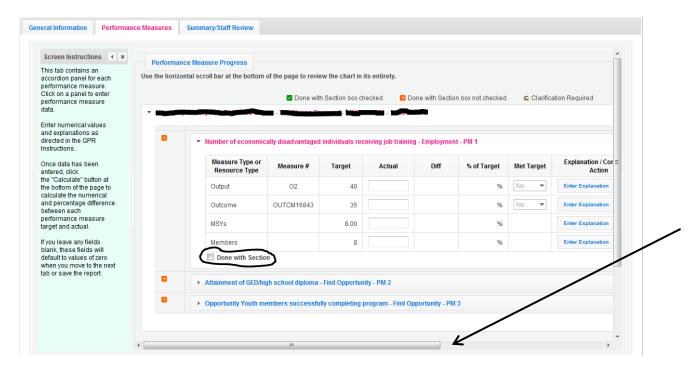
Open amendments interfere with the accuracy of the progress report. If there is an open amendment on your grant and you click the "Begin" button, you will see a warning message. If you receive this error message, you should talk with your Program Officer to ensure resolution of the amendment so that you can submit your GPR on time.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

Performance Measures Tab

National GPR and Competitive GPR

Each performance measure panel contains a chart showing each output and outcome for the performance measure, as well as the MSYs and members allocated to the measure. Grantees should report data on outputs and outcomes only; MSY and member data is not required (please enter zeroes in the "Actual" boxes for MSYs and members). Use the horizontal scroll bar at the bottom of the page to see the chart in its entirety.

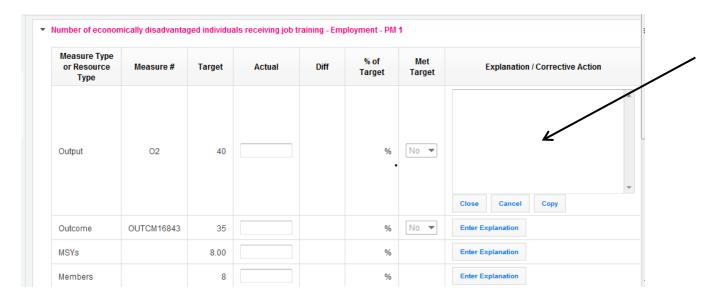


For each output and outcome, enter a numerical value documenting your actual result. Round any decimals to the nearest whole number. When you have entered all data for one performance measure, check the "Done with Section" box. This will cause a green checkmark to appear on the accordion panel when it is collapsed signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data has been entered for each performance measure, click the "Calculate" button at the bottom of the page. This will enable eGrants to calculate the numerical difference between each performance measure target and actual, as well as the percent of the target that was reached. In each performance measure panel, these values will appear in the "Diff" and "% of Target" columns. A "yes" or "no" will appear in the "Met Target" column. CNCS expects that programs will meet their targets by the end of the grant year.



An explanation is required for any output or outcome target that was not met. To enter an explanation, click on the "Enter Explanation" button in the "Explanation/Corrective Action" column. Clicking this button opens a text box. In the text box, explain the reason(s) the target was not met and the corrective actions you implemented. (Please note: there is a 1000-character limit on each explanation; any text entered above the character limit will not be saved.)

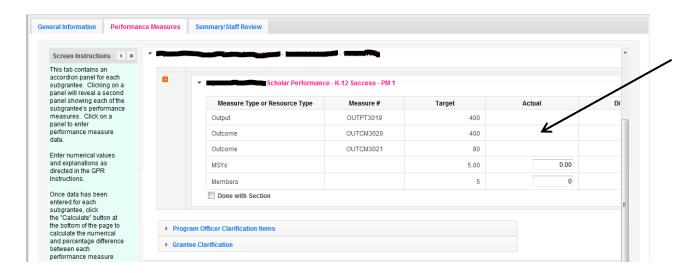


If the explanation entered for one output or outcome target applies to other unmet targets for the measure (e.g., an output and outcome were unmet for the same reason), clicking the "Copy" button will automatically copy the explanation to the other outputs and outcomes in the measure. If you wish to provide a different explanation for other outputs or outcomes in the measure, enter those explanations by clicking on the "Enter Explanation" button for those outputs or outcomes.

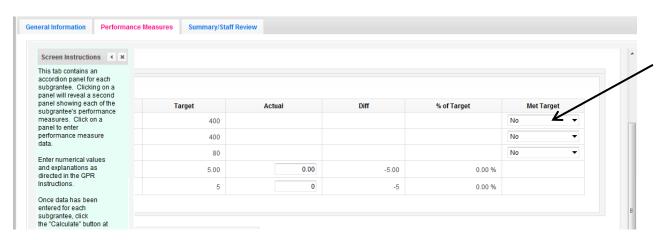
Formula GPR

Follow the instructions above with the following exceptions:

Actuals are not required for applicant-determined performance measures. No fields will be
available to enter these numbers. An applicant-determined measure is any performance
measure that does not contain a national performance measure output or outcome.
 Performance measures that contain a national performance measure output and an applicantdetermined outcome are considered national performance measures, and actuals are required
for these measures.



• In lieu of providing actuals for applicant-determined measures, the commission selects a value of either "Yes" or "No" in the "Met Target" column. Select "no" in any situation where the subgrantee's actual is less than the target.



 No explanations are required for any formula performance measures; therefore, no explanation buttons or text boxes are provided. If you wish to provide an explanation, use the "Grantee Narrative" text box. (Please note: there is a 2000-character limit on the Grantee Narrative text box; any text entered above the character limit will not be saved.)

The progress report cannot be submitted unless all required data has been entered.

Click "Next" to go to the next tab.

Summary Tab

This tab provides a summary of the data entered in previous tabs. Pie charts and an MSY/Member summary chart show resource allocations and member activities. Graphs show performance against National Performance Measure targets. For commissions, this data is aggregated at the prime level. The subgrantee performance summary provides a quick visual reference for subgrantee performance.

From this tab, you can view or print all text and data entered into the GPR by clicking "Print Overall GPR Summary."

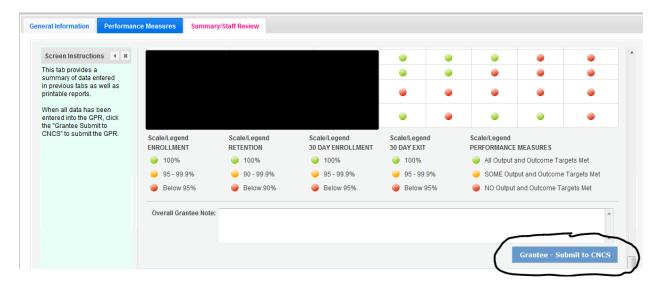
For national grantees, to print a visual summary similar to the summary screen, click, "Print Grantee Report.

For commissions, to view or print a summary of all data entered for a single subgrantee, select a subgrantee in the "Select Subgrantee" dropdown box and click "Print Subgrantee Report."

To comment on this summary, enter text in the "Overall Grantee Note" text box.

Submitting the GPR

When all data has been entered into the progress report, go to the Summary Tab and click the "Grantee – Submit to CNCS" button.



REVIEWING FEEDBACK AND RESPONDING TO CLARIFICATION ITEMS IN THE GPR

For each tab where data is entered, the CNCS Program Officer reviews data and determines whether clarification is necessary. If clarification is required, the Program Officer checks the "Clarification Required" box on each tab that requires clarification and returns the GPR for rework.

► Grantee Narrative	Status	Clarification Required
▶ Program Officer Feedback		Clarification Resolved
▶ Program Officer Clarification Items		Review Complete
► Grantee Clarification		

The following text fields for feedback and clarification appear on all tabs where data is entered:

- Program Officer Feedback May contain feedback from the CNCS Program Officer. Grantees are not required to provide clarification regarding this feedback.
- Program Officer Clarification Items Contains clarification items from the CNCS Program Officer. Grantees are required to respond to these clarification items.
- Grantee Clarification—Grantees use this text field to enter their responses to the clarification items that appear in the Program Officer Clarification Items field.

Charts on the Performance Measures tab also contain clarification columns to signal specific items on the chart that require clarification.



After responding to all clarification items, the grantee returns the report to CNCS by clicking the "Grantee – Submit to CNCS" button on the summary tab.

If the progress report does not require clarification or all clarification items have been satisfactorily addressed, the CNCS Program Officer will set the GPR status to "Reviewed." The grantee will receive email notification and will be able to review all feedback provided in the progress report when the report is in Reviewed status.